



WASHINGTON STATE SENATE COMMITTEE SERVICES POSITION ANNOUNCEMENT

*Fiscal Analyst to the
Senate Ways and Means Committee*

The Washington State Senate office of Committee Services (SCS) is currently recruiting to fill one position as a Fiscal Analyst for the Senate Ways and Means Committee. Senate Committee Services assists Senators in developing and evaluating policy alternatives to achieve their policy objectives. This is a full-time, non-partisan position, exempt from civil service.

DUTIES AND RESPONSIBILITIES

In supporting the Washington State Senate, Ways & Means Committee, duties and responsibilities of a fiscal analyst include:

- Providing non-partisan staff support to Senators.
- Conducting fiscal research and analysis.
- Reviewing and evaluating budget requests submitted by state agencies.
- Making budget and policy recommendations to the members of the Senate based on analysis of agency and executive budget proposals.
- Drafting and analyzing legislation with fiscal impacts and following its progress through the legislative process.
- Presenting legislation and other budgetary matters to the Committee.
- Monitoring and evaluating budget implementation for individual agencies.
- Responding to inquiries on pertinent budget and fiscal issues.

DESIRABLE KNOWLEDGE, SKILLS AND QUALIFICATIONS

- A Bachelor's degree (advanced degree preferred) in public administration, business administration, political science, economics, or related field.
- Demonstrated research, analytical, creative thinking, and organizational skills.
- Excellent written and oral communication skills.
- Proficiency in multiple computer applications, including Excel spreadsheets and word processing software, presentation applications, and on-line research.
- Experience in legislative or public sector budgeting and finance is desirable, but not required.
- Candidates must be willing to work long, irregular hours and handle complex and difficult situations that a fast-paced, results-oriented, high-pressure legislative environment offers.
- Substantive knowledge of financial issues in **Human Services**, particularly programs related to children and family services and developmental disabilities.

SALARY

Based on experience and education, with a likely range from approximately \$3,549 to \$6,108 per month.

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APPLICATION PROCEDURE

Interested applicants should submit: (1) a letter of interest describing specific qualifications for the position; (2) a current resume detailing experience and education; and (3) a minimum of three references with current telephone numbers.

Please send to:

Stan Pynch, Director, Senate Committee Services
PO Box 40466
Olympia, Washington 98504-0466

Phone contact: Judy Rus (360) 786-7417

APPLICATION DEADLINE

Interviewing and selection will begin immediately. Applications must be received by 5:00 PM, October 17, 2003.

The Washington State Senate is an Equal Opportunity Employer.